

Event Staffing Readiness Checklist

A truly successful event is a complex ecosystem. When one element fails, it can ripple through the entire operation. By focusing on these key things, you can ensure a positive and productive experience for everyone involved – starting with your employees.

Use this checklist to ensure your team is supported and your event runs seamlessly.

TRANSPORTATION	YES	NO
Have we provided staff with clear, written instructions for parking?	☐	☐
Have we designated and communicated reliable staff drop-off and pick-up points?	☐	☐
If needed, have we arranged dedicated charter shuttles for staff?	☐	☐
Does our transportation plan ensure the team arrives together and on time?	☐	☐
SECURITY & CREDENTIALING	YES	NO
Have we collected all the necessary staff information for badges well in advance?	☐	☐
Have we communicated the security process and procedures to our staff?	☐	☐
Have we clearly communicated to all staff how, when and where they will get their credentials?	☐	☐
VOLUME & PROCEDURES	YES	NO
Have we scheduled extra staff to properly accommodate the influx of people?	☐	☐
Have we added additional staff check-in points and/or pre-shift meetings to accommodate the increased number of staff?	☐	☐
Have we reviewed emergency procedures and escalation protocols?	☐	☐
Do we have back-up staff in case of no-shows or call-offs?	☐	☐
Have we established a leader or point person for all staff-related needs?	☐	☐

FUELING & SUPPORTING YOUR TEAM

YES NO

Have we arranged for substantial and nutritious meals for staff?

☐☐

Will staff have easy access to water and snacks throughout their shifts?

☐☐

Have we added breaks into the schedule for all staff members

☐☐

Have we set up a dedicated staff break area away from guests?

☐☐

STRATEGIC STAFFING PARTNERSHIP

YES NO

Have we audited our roles to identify which are best for temporary staff (e.g., registration, crowd control, etc.)?

☐☐

Have we partnered with a staffing agency to supplement our staff?

☐☐

Have we confirmed the final number of temporary staff needed for the event?

☐☐

Planning a smaller event? Here are a few extra things to consider:

YES NO

Have we created a tiered access security system with different credential levels?

☐☐

Have we trained and communicated with all security personnel to recognize and authenticate staff credentials?

☐☐

Have we walked through the event space to identify and adjust for potential bottlenecks (registration, concessions, restrooms, etc.)?

☐☐

If you have any boxes marked no, prioritize those tasks to ensure your team and your event are set up for success.

Still feel unprepared for your event? Leveraging a specialized staffing agency like PeopleReady provides flexibility and access to a wide pool of on-demand event workers who can hit the ground running. This allows you to scale your workforce up or down based on precise needs without the overhead of permanent hires.

For reliable event staffing, partnering with PeopleReady can ensure you have the right people in the right positions. Visit peopleready.com/events to learn more or get in touch with your local team.